



Community & Recreation Facility Grants Application Guidelines

Community & Recreation Facility Grants are available to not-for-profit community organisations located within the Adelaide Hills Council area that provide community or recreation services to our community.

Grants are available for improvements or upgrades to facilities that will contribute to the development of community initiatives and recreation opportunities within the region; are beneficial to the community; improve sustainability and that support the Adelaide Hills Council Strategic Plan & Sport & Recreation Strategy. Funding is also available for facility planning documents such as master plan or feasibility study projects.

Potential applicants should consider attending a short information session on Wednesday 23rd May, 2018 to discuss their application (details for the sessions can be found on the last page of this document). The information session will include advice on completing the online application form and an opportunity to discuss projects with staff. Alternatively, applicants can contact the Council prior to submitting their application to determine its suitability for funding. It is also important for applicants to read the guidelines to ensure that their organisation and proposed project are eligible.

These guidelines were accurate at the time of publishing, and supersede all terms and conditions contained in any previous guidelines. For information, assistance or to discuss your application, please contact:

Renee O'Connor | Sport & Recreation Planner | 8408 0400 or roconnor@ahc.sa.gov.au

About the Funding

Community & Recreation Facility Grants are available to not-for-profit community organisations located within the Adelaide Hills Council area that provide community, or recreation services to our community.

Grants are available for improvements or upgrades to facilities that will contribute to the development of sport and recreation within the region; are beneficial to the community; improve sustainability and that support the Adelaide Hills Council Strategic Plan & Sport & Recreation Strategy. Funding is also available for facility planning documents such as master plan or feasibility study projects.

MINOR FACILITY DEVELOPMENT: Up to \$9,999. No matched funding required.

MAJOR FACILITY DEVELOPMENT: \$10,000 - \$40,000. Funding must be matched. The applicant's contribution towards the project can include voluntary labour and/or donated materials.

FACILITY PLANNING: Up to \$20,000. No matched funding required.

Funding is only available for projects that commence in October 2018 or later, after grant agreements have been finalised. Organisations are only eligible to submit one application per round.

Grant Applications Open	Friday 1 st June, 2018
Information Session	Wednesday 23 rd May, 2018 (2pm or 6pm)
Grant Applications Close	Saturday 30 th June, 2018 (5pm)
Applicants Notified	September, 2018
Agreements Finalised & projects can commence	October, 2018
Project Evaluation & Acquittal Due	October, 2019

Who can apply?

Any incorporated, not-for-profit, community, sport and recreation organisations that are physically located within the Adelaide Hills Council area.

Groups that are not incorporated are still eligible, provided applications are made through an appropriate incorporated body that is willing to sponsor the project (accept responsibility for the funding).

To be eligible for funding, organisations must:

- Be not-for-profit, incorporated active recreation and sporting groups that do not hold a Gaming Machine Licence and/or
- Be a community-based incorporated organisation whose role is to manage community facilities, active recreation or sport facilities that do not hold a Gaming Machine Licence.

Who can't apply?

- Those outside the Adelaide Hills Council area
- Organisations that hold a Gaming Machine Licence
- For profit, commercial organisations
- Unincorporated organisations
- Schools or other educational institutions
- An organisation that has overdue Adelaide Hills Council grant acquittal or, where Council loan-repayments are in arrears.

What projects can be funded?

Funding is only available for projects:

- That commence in October, 2018 or later. Projects that commence prior to this date will be considered ineligible for funding
- That have the consent of the landowner (determined during assessment).

The following list is example projects that may be funded. The list is by no means exhaustive, and applications for other projects that meet the objectives of the program are welcome. In addition, it is recommended that applicants contact Council to discuss their project prior to submitting an application.

- Upgrade or development of a single use active recreation and sport facility, multi use sports hub or community facility
- Modifications to ensure that an existing facility meets environmental and Occupational Health and Safety and accessibility regulations
- Major upgrades to playing surfaces such as court resurfacing, installation of playing field irrigation systems/drainage systems, fencing requirements, conversion to drought tolerant grass species
- Installation of floodlighting
- Construction/development of trails (walking, horse, bike, water-based), steps, boardwalks, styles, retaining walls & fences
- Water and energy saving initiatives including water harvesting, installation of new or upgrades to improve irrigation efficiencies to existing infrastructure, water re-use opportunities to reduce reliance on mains or bore water, more efficient lighting, sensor lighting and other innovative smart technologies
- Facility planning documents such as master plan or feasibility study projects.

What projects will not be funded?

The following project types are ineligible:

- Projects conducted outside of the Adelaide Hills Council area
- Projects that do not support community, recreation and sport activities
- Projects where the major beneficiary holds a Gaming Machine Licence
- Projects that commence prior to a Grant Agreement being finalised (October, 2018)
- Projects where the request for funding is more than \$40,000
- Projects above \$9,999, where the request for funding is greater than 50 per cent of the total project cost
- Projects that do not have the consent of the landowner
- Requests for the purchase of recreation, entertainment, sporting, maintenance or any other equipment
- The repair or replacement of facilities damaged by fire, explosion, vandalism, flood, storm or other natural disasters that would normally be covered by insurance

- Regular maintenance and / or repairs to property where the responsibility is with a private entity, local council, State or Commonwealth Government Department
- Recurrent operational costs
- Residential buildings including caretaker residences
- Payment of salaries, wages or match fees
- Fundraising or sponsorship
- Commercial or political activities
- Training or education in government or private institutions, or research activities that will be offered for assessment
- Academic research or conference costs
- Interstate or overseas travel
- Individual, private, political or commercial enterprise

What project costs are ineligible?

Grant Funding cannot be used to cover the following project costs:

- Costs associated with ongoing operations, such as but not limited to, electricity, water and other utilities
- Insurances
- Costs associated with preparing and submitting a funding application
- Building work and professional fees incurred prior to a Grant Agreement being finalised (October, 2018).

How are applications assessed?

Priority will be given to projects that:

- Demonstrate significant community or recreational benefit to the region (including the number of people who will benefit) , & attempt to meet an unmet community need
- Are delivered by an organisation that can demonstrate financial viability
- Have funding contribution from the applying organisation and / or other funding sources
- Comply with all relevant legal and statutory requirements
- Provide broader community access to facilities
- Align with current and emerging community, recreation and sporting trends
- Have a positive environmental impact and sustainability outcomes
- Are joint or collaborative projects between organisations
- Are identified in an organisation's business or strategic plan, or identified through a feasibility study, master planning process or similar
- Contributes to the delivery of the Adelaide Hills Council Strategic Plan, Sport & Recreation Strategy, Water Management Strategy or Trails Strategy
- Actively address risk management issues or contribute to the organisation's ongoing sustainability
- Provide opportunities for special needs populations

- Facilitate improvements to meet Legislation and, or Australian Standards
- Consider the Child Protection Act, Natural Resources Management Act 2004, and other relevant legislation.

Applications will be accepted from organisations that have received grant funding in previous financial years, but please be aware that if the total number of eligible applications received exceeds the amount of funds available, priority will be given to organisations that have not received funding within the previous three years.

The Conservation Council of SA with the Office of Recreation and Sport has developed an 'Environmental Sustainability Guide for Sport and Recreational Clubs' which aims to help clubs to save energy and water while reducing energy costs. This guide, or aspects of it, may be useful in identifying opportunities to conserve water and energy for the purpose of this application. The Guide is available at:

http://ors.sa.gov.au/_data/assets/pdf_file/0018/307125/Environmental_Sustainability_Guide_2016final.pdf

Conditions for Successful Applicants

The following conditions will apply to successful applicants:

- Use the funds provided only for the approved project
- Supervise the administration of the grant
- Complete the project evaluation & acquittal report including an expenditure statement (with a photocopy of receipts) within the allocated time frame.
- Understand that the organisation is to seek written approval from the Adelaide Hills Council to continue with the project if any changes are required
- Obtain any relevant land owner consent before commencing the project
- Obtain any required planning, development and building approvals before commencing the project
- Provide a certificate of currency for Public Liability (minimum of \$10 million) with the signed Conditions of Funding
- Obtain all necessary insurances, and that the Adelaide Hills Council will not be held liable for any matters arising out of this grant
- Ensure that all works carried out comply with any applicable construction industry or public health and safety standards
- Understand that the organisation is responsible for any further works or repairs at the premises which arise as a result of the project
- Ensure that the installation of sporting infrastructure complies with relevant sporting standards for your sporting code

GST & Tax Information

It is strongly recommended that applicants seek independent legal and financial advice to determine all taxation obligations before submitting an application.

If an organisation's annual turnover is greater than \$150,000 (non-profit organisations) they are required by the Australian Tax Office to be registered for the GST (source: www.ato.gov.au).

Successful applicants who are registered for GST will have their grant grossed up by 10% to offset the GST payable on the grant. Organisations that are not registered for the GST will not have their grant grossed up.

If successful, organisations cannot have their Grant Agreement transferred to another body on the basis of GST registration.

How to apply

Online grant applications can be accessed at the Adelaide Hills Council website ahc.sa.gov.au. Applicants are guaranteed confidentiality and security when lodging a Community Grants Application. The online grants system is easy to use and assistance is available if required.

For information, assistance or to discuss your application, please contact:

Renee O'Connor | Sport & Recreation Planner | 8408 0404 or roconnor@ahc.sa.gov.au

Information Sessions

Two short, optional information sessions will be held on Wednesday 23rd May, 2018. The information session will include advice on completing the online application form and an opportunity to discuss projects with staff.

Wednesday 23rd May, 2018

2pm Positive Ageing Centre
 36 Nairne Rd Woodside

Or...

Wednesday 23rd May, 2018

6pm Adelaide Hills Council Chambers (entry via old library)
 63 Mount Barker Road, Stirling